

**STATE OF CALIFORNIA
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
DUTY STATEMENT**

Employee Name	Classification Name	Position Number
SSA/ Associate Governmental Program Analyst 326-312-5393-XXX		
Division/Unit	Date	
Business Services	03/18/2020	

SUMMARY OF RESPONSIBILITIES

The Mission of the Department of Fair Employment and Housing (DFEH) is to protect the people of California from discrimination in employment, housing and public accommodations and, from the perpetrations of acts of hate violence.

Under the supervision of the Business Services Manager, the SSA/ Associate Governmental Program Analyst (AGPA) is responsible for independently performing analytical business services work in a variety of functions including the more difficult and complex business service activities mandated within the State Administrative Manual (SAM), State Contracting Manual, and all other updated policies, guidelines and memorandums thereof; Occupational Safety and Health Administration (OSHA) and California Occupational Safety and Health Administration (Cal/OSHA) Regulations. Duties include, but are not limited:

Description of Essential Functions:

- 30% Review, analyze, prepare, and execute the more complex contracts in accordance with State contracting rules and regulations, which includes, writing contract specifications, developing bid packages, soliciting bids, awarding contracts, developing contract language, administering contracts, initiating contract renewals, maintaining contract logs, and preparing various contracting reports.
- 20% Review and analyze the simple and complex procurement requests for goods and services; determine the most appropriate source and method of procurement; process for approvals and encumbrance of funds, initiate purchase estimates, purchase orders, and service orders; coordinate approval for special items; and maintain purchase records and logs. Provide a copy of executed contracts and purchase orders to the Contract Manager and Accounting and maintain hard copy and digital procurement documentation. Analyze Department need and prepare memos of recommendation on purchase of supplies and equipment. Establish and maintain effective working relations with contract managers, private vendors and other State agencies.
- 20% Ensure that the DFEH complies with all OSHA/Cal-OSHA Regulations, in part by maintaining familiarity with current laws and regulations related to emergency preparedness plans, through communications with Human Resources and, on-site inspections at district offices and DFEH Headquarters. Develop, implement and evaluate evacuation plans for DFEH Offices; coordinate evacuation drills in conjunction with the DFEH's Business Services Office; train evacuation monitors; and is responsible for the overall execution of evacuation drills for the DFEH.

Coordinate disaster response or crisis management activities and keep informed of federal, state, and local regulations affecting emergency plans and ensure that plans adhere to these regulations.

- 15% Conduct analysis and research, problem definition, alternatives, and implement as appropriate, on business services related issues. Develop and recommend business services policies and procedure. Analyze, initiate, and prepare Administrative Reports as assigned by the Deputy Director, of Administration and annual reports as mandated by the State Administrative Manual, the State Contracting Manual including Emergency Preparedness Plans.
- 10% Independently provide analytical and office space planning and design support for the Department's headquarters and district office locations. Coordinate office moves, renovations, install/remove equipment, and be able to independently lift/pull/push up to 40lbs with or without reasonable accommodations. Work with building management or property managers to troubleshoot and resolve facility issues.
- 5% Assign alternate coverage for reception window, which include coverage to answer incoming telephone calls from public telephone line; courier deliveries and pickups, receive and distribute Inter-agency mail, U.S. Postal mail and special deliveries; prepare and post outgoing mail; advise employees of the best way to ship materials and arrange for special pick-up services; maintain logs and records. Order, manage and maintain supplies and stock room

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

Special Personal Requirements

Demonstrated ability to provide excellent customer service, act independently, with open-mindedness, flexibility, and tact.

Desirable Qualifications:

Ability to provide completed staff work; communicate, understand and process Information/direction verbally and in writing; recognizes and communicates need for assistance; conform to job requirements and accept suggestions; work in a small office with high priority request and short deadlines; able to independently lift/pull/push up to 40lbs with or without reasonable accommodations.

Work Environment, Physical, or Mental Abilities:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.

- Requires ability to communicate diplomatically and professionally and interact daily with departmental staff, management, clients, vendors, the public and building property management.
- Requires ability to effectively handle stress, and work in a noisy and fast paced environment.
- Requires daily use of a personal computer and related software applications at a workstation.
- May be required to transport boxes or office equipment and supplies with the use of a hand truck, pushcart or other necessary means.
- Requires ability to install/remove equipment, and independently lift/pull/push up to 40lbs with or without reasonable accommodation.
- Requires ability to complete tasks that typically may require making repetitive hand movements and bending in the performance of daily duties, without reasonable accommodations and modifications to facilitate such tasks.
- Requires punctual and regular attendance.
- This position requires travel (day visits and/or overnight) to the DFEH statewide office locations and various control agencies.

Supervision Received:

The SSA/ AGPA receives general direction from the Business Services Manager and may receive direction from the Deputy Director, Administrative Services.

Supervision Exercised:

None.

Administrative Responsibility:

Adhere to the laws, rules, policies and procedures as outlined in the State Administrative Manual, State Contracting Manual, and guidelines set by the Department of General Services Procurement, Real Estate Design Services, Telecommunications Divisions and the Department of Fair Employment and Housing. Signature approval may be required on specific documents.

Personal Contacts:

The AGPA has daily contact with internal and external departmental staff, management, vendors, and building property management and State Control Agencies.

Actions and Consequences:

Adhering to timelines is critical, as Business Services is responsible for promptly securing services and equipment to meet the daily needs of the department's offices. Failure to manage projects closely and meet statutory deadlines may hinder productivity and result in financial loss to the department as well as loss of Purchasing Authority.

I have read and understand the duties as described above, I meet the job requirements and am capable of performing the essential functions with or without a reasonable accommodation.

Supervisor's Signature

Date

Signature of Incumbent

Date